



PLACER COUNTY PLANNING DEPARTMENT

AUBURN OFFICE

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Auburn, CA 95603
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Web page: www.placer.ca.gov/planning

TAHOE OFFICE

565 W. Lake Blvd./P. O. Box 1909
Tahoe City CA 96145
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E-Mail : planning@placer.ca.gov

Reserved for Date Stamp

SIGN PERMIT APPLICATION

Accepted by _____ Fee \$ _____ Receipt # _____ Date received _____ Permit # _____

Other Permits which this project requires: CUP- _____ DSA- _____ VAA- _____ Zoning _____

PURSUANT TO A POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTY WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.

-----TO BE COMPLETED BY THE APPLICANT-----

1. Name of Project _____
2. Assessor's Parcel Number _____
3. General Project Location _____
4. Applicant _____
Telephone _____
Address _____
City State _____ Zip Code _____
5. Property Owner _____
Telephone _____
Address _____
City State _____ Zip Code _____
6. Contractor's Name _____
Telephone _____
Address _____
City State _____ Zip Code _____
7. Signage Proposed:
Type: Freestanding _____ Building _____ Directional _____ Other _____
Size (sq. ft.) _____ Height _____
Location(s) _____
Linear frontage of parcel _____ Linear frontage of building _____

Signature of Property Owner _____ Date _____ Signature of Applicant _____ Date _____

--Office Use Only--

Application: Approved _____ Denied _____ Planner's Initials _____ Date: _____

Approved Sign Size: Dimensions _____ Square Feet _____ Approved Sign Height: _____

Remarks:

FILING INSTRUCTIONS - SIGN PERMIT

PURPOSE AND PROCEDURE

A Sign Permit shall be required for all on-premise signs larger than 15 sq. ft., for all signs in Design Corridor (-DC, -DH, -DS) zone districts, and for all off-premise signs (Section 17.54.170 of the Zoning Ordinance).

A sign initially approved and for which a permit is required shall not thereafter be modified, altered, or replaced. In addition, any design elements of any building or lot upon which such sign is maintained shall not be modified, altered, or replaced if any such design element constituted a basis for approval of such sign. Modification of any of the above elements will require additional application and approvals by the County.

In any zone district with a "-Dc," "-Dh," or "-Ds" designation, the Design/Site Review Committee will review all applications and approve, deny, or conditionally approve any proposed signage. All other applications may be reviewed by Planning Department staff. The application will then be returned to the applicant who may accept the review or appeal it in writing with the appropriate fees within 10 days of the decision on the project.

By ordinance, the Planning Department has the following review time limits:

1. Within 30 days of acceptance of a complete application.
2. Where a Citizen's Design Site Review Committee has been established, the Committee shall review and make comments to the Planning Department within 14 days of the filing of a complete application.

FILING INSTRUCTIONS

Submit current filing fee and three copies (5 if located in the Tahoe basin) of the proposed plan with the following information included:

1. A scaled site plan, 8½x11" or folded to that size, which shows:
 - a. North arrow and scale
 - b. Lot location, dimensions, and roadways
 - c. Location and use of existing building(s) and building dimensions
 - d. For freestanding signs, indicate the proposed location of the sign and distance from any property lines
 - e. For building signs, indicate the proposed building elevations where the sign is to be mounted
 - f. Locate all existing freestanding signs and indicate their dimensions and distance from any property lines (photos are helpful and may be required)
 - g. Locate all existing building signs and indicate their dimensions. Again, photos are helpful and may be required.
 - h. Colors and materials of existing buildings
 - i. Vicinity map
2. All sign applications shall include a drawing which shows:
 - a. Dimensions of proposed signs
 - b. Colors and materials
 - c. Colors and materials of area on which building signs will be mounted
 - d. Letter height
 - e. Lighting (source and wattage)
 - f. Lineal footage of tenant frontage (if appropriate)

The Sign Permit is valid for two years unless exercised by actual placement of the sign(s) on-site. Extensions of time may be granted for no more than a total of three years as provided by Section 17.58.170(C) of the Zoning Ordinance.